

ORDINANCE NUMBER O-15761 (New Series)

Adopted on June 14, 1982

AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2 OF
THE SAN DIEGO MUNICIPAL CODE BY ADDING A NEW
DIVISION 26, SECTIONS 22.2601 THROUGH 22.2607,
ESTABLISHING PROCEDURES GOVERNING THE MANAGEMENT
OF CITY RECORDS.

BE IT ORDAINED, by the Council of The City of San Diego, as follows:

Section 1. Chapter II, Article 2 of the San Diego Municipal Code be and
it is hereby amended by adding a new Division 26, Sections 22.2601 through
22.2607, to read as follows:

DIVISION 26

PROCEDURES GOVERNING THE MANAGEMENT OF CITY RECORDS

SEC. 22.2601 PURPOSE AND INTENT

It is the purpose and intent of this Division to establish
procedures for the management of City records.

SEC. 22.2602 POLICY

The policy of the City of San Diego is to provide for
efficient, economical, and effective controls over creation,
distribution, organization, maintenance, use, and disposition of all
City records.

SEC. 22.2603 AUTHORITY

The City Clerk shall be responsible for the administration of a
uniform Records Management Program assisting all City departments.

SEC. 22.2604 DEFINITIONS

(a) "Appraisal" - The process of determining the value and thus the disposition of records based upon their (1) administrative, legal, fiscal, and historical uses; (2) relative activity; (3) relationship to other records; and (4) evidential and informational value.

(b) "Disposition" - Actions taken with regard to records and nonrecords following their appraisal. These actions include the transfer of inactive records to the Records Center or the destruction of records or nonrecords no longer required in the course of the City's business.

(c) "Duplicate record" - Copies or reproductions of original records, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements.

(d) "Maintain" - Provide custody and care for a record.

(e) "Nonrecord" - Material which is not retained in the regular course of business or is a temporary aid, not created for the purpose of preserving its own documentary or informational content for future reference. This includes but is not limited to:

(1) Transmittal letters and acknowledgments which do not add any information to the material transmitted.

(2) Requests for printed material after the requests have been filled.

(3) Informal notes, worksheets, and rough drafts of letters, memoranda, or reports that do not represent basic steps in the preparation of documents.

(4) Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.

(5) Miscellaneous notices of community affairs, employee meetings, or holidays.

(6) Stocks of publications or unused blank forms that are kept for supply purposes only.

(7) Tickler, follow-up, or suspense copies of correspondence.

(8) Extra copies of documents already in an official file.

(9) Publications or reference materials received or acquired from outside sources such as professional organizations, conferences, seminars, or workshops.

(10) Library and museum materials made or acquired and preserved solely for reference or exhibition purposes.

(f) "Official record" - Any record containing information relating to the conduct of the public's business prepared, owned, used, or retained by any City department regardless of physical form or characteristics.

(g) "Original record" - The first or initial documentation, that of which anything else is a copy or reproduction; or, a duplicate record with any original documentation.

(h) "Record" - All books, papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documentary material regardless of physical form or characteristics, produced, received, owned or used by a City department and preserved because of the informational value of data in them or as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the City.

(i) "Record copy" - A reproduction of an original record which is retained in lieu of the original record as the official record of the City.

(j) "Records Disposition Schedule" - A listing of records series by department, indicating for each series the length of time it is to be maintained in office areas and in the Records Center. The Schedule constitutes authority for the destruction of records listed thereon, after required retention periods have lapsed.

(k) "Record series" - File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Record series may consist of records of a single type or format and can be

described, handled, and disposed of or retained as a unit.

(l) "Writing" - Handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents, retained in the ordinary course of business. Writings are record or nonrecord material.

SEC. 22.2605 RECORDS DISPOSITION SCHEDULE

The Records Disposition Schedule will serve as the basis for the City's Records Management Program. The head of each department shall prepare a Records Disposition Schedule for his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

A. A physical inventory and appraisal of all records to determine their administrative, fiscal, legal and historical value.

B. Identification of an official record series title for all department records and specific and accurate descriptions of records listed thereunder in accordance with guidelines developed by the City Clerk. Terms used as record series titles or as description of files on the Records Disposition Schedule or any revision thereto, shall be descriptive. They shall not include the use of the words "miscellaneous" or "various," or words of similar connotation; nor shall any such schedule or request bearing such nomenclature be submitted to the City Clerk and the City Attorney for their consideration and approval.

C. A periodic review or audit of records to make sure they are properly covered by the Records Disposition Schedule.

Following the review or audit, the City Clerk will be notified of any proposed amendments to the Records Disposition Schedule that are needed. Such amendments may include the addition of new record series titles to the Records Disposition Schedule, or requests to have superseded record series titles removed from the Records Disposition Schedule.

Final approval of the Records Disposition Schedule shall require the written consent of the department head, the City

Attorney, and the City Clerk. The Records Disposition Schedule must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the department head, the City Attorney, and the City Clerk.

SEC. 22.2606 RESPONSIBILITIES

A. The City Clerk shall:

1. Be responsible for the maintenance of all Official Records with the following exceptions:

(a) Records identified pursuant to this ordinance in the Records Disposition Schedule, which are entrusted to the custody of other City officers or departments.

(b) Newly created or unidentified record series, which shall be the responsibility of the originating department, until properly identified within the Records Disposition Schedule.

(c) Inactive records which have been transferred to non-City organizations.

(d) Records which are legally maintained by other government agencies.

2. Be responsible for the administration of a uniform Records Management Program assisting all City departments, and for the development, administration and coordination of procedures thereunder.

3. Administer a Records Center for the efficient and economical storage, maintenance, and servicing of inactive City records.

4. Appoint a Records Management Officer who shall serve in the Office of the City Clerk as the head of the Records Management Program.

B. The Records Management Officer under the direction of the City Clerk shall:

1. Provide effective control over the identification, appraisal, maintenance, protection, preservation, transfer,

retention, and disposition of all City Records. This shall include:

(a) Providing assistance and guidelines to departments in the preparation of their Records Disposition Schedules and amendments thereto.

(b) Establishing proper procedures for securing necessary revisions to the Records Disposition Schedule, with the approval of the City Attorney.

(c) Providing direct technical assistance and guidance to departments that will aid in resolving specific files and related records problems.

2. Operate the Records Center in an orderly and efficient manner. This operation shall include:

(a) Providing information, assistance and records to using departments to insure optimum utilization of the Records Center.

(b) Notifying using departments periodically when records held by the Records Center are eligible for destruction.

(c) Causing to be destroyed records held by the Records Center only after receiving proper authorization from the responsible department head.

C. Each department head shall:

1. Cooperate with the City Clerk to assure proper administration and implementation of the City's Records Management Program.

2. Ensure the proper application of the Records Disposition Schedule to his/her department's records.

3. Ensure that records are transferred to the Records Center for storage at the end of the office retention period listed in the Records Disposition Schedule.

4. Review the Records Disposition Schedule and recommend to the City Clerk any amendments thereto which are necessary due to changing requirements.

5. Comply with procedures mentioned in this ordinance regarding the destruction of records and nonrecords.

6. Appoint a Records Coordinator to serve as liaison between the Records Management Officer and the department and to assist in the implementation of the Records Management Program.

SEC. 22.2607 DESTRUCTION OF RECORDS

A. Eligibility

No record shall be destroyed until it has been properly inventoried, appraised, and entered in the Records Disposition Schedule. Furthermore, before a record is eligible for destruction, the department head must first make the following determinations:

1. Required retention periods listed in the Records Disposition Schedule have lapsed.
2. The record is maintained by said department.
3. The record is no longer required to fulfill any administrative, fiscal, legal, or historical interests of the City or the public.
4. The record series title is descriptive and does not include the use of the words "miscellaneous" or "various," or words of similar connotation.

B. Procedures

Before records are destroyed, the department head shall:

1. In compliance with the Records Disposition Schedule, exercise a final review over all records eligible for destruction for the purpose of determining any further administrative, fiscal, legal, or historical needs.
2. Ensure that if the Records Disposition Schedule does not specify records for transfer to the Records Center, the records shall be destroyed at the end of the listed office retention period in compliance with the Records Disposition Schedule.
3. Ensure that if the Records Disposition Schedule does specify records for transfer to the Records Center, and this has not

occurred, the records shall be destroyed, providing they have exceeded their total retention requirement (office plus Records Center).

4. Destroy duplicate records and nonrecords when they are no longer needed in the course of the City's business.

Section 2. This ordinance shall take effect and be in force on the thirtieth day from and after its passage.

APPROVED: John W. Witt, City Attorney

By Stuart H. Swett Chief Deputy City Attorney

SHS:rc:015

3/19/82

Or.Dept:Clerk

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